

RESOLUTION NO. R2014-16

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WILDWOOD, FLORIDA ADDING A NEW POLICY 9.6 SAFETY IN THE WORKPLACE POLICY TO THE CITY OF WILDWOOD PERSONNEL RULES AND REGULATIONS, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, staff at the City of Wildwood has determined there is a need to add a Safety in the Workplace Policy to the current Personnel Rules and Regulations; and

**WHEREAS**, the addition of such a policy has a cost savings to the City of Wildwood as to its Liability Insurance; and

**WHEREAS**, staff at the City of Wildwood has put together a Safety Committee which has met and put together this Safety in the Workplace Policy.

**NOW THEREFORE, BE IT RESOLVED**, by the City Commission of the City of Wildwood Florida:

**SECTION 1:** Policy 9.6 Safety in the Workplace Policy is hereby added to the City of Wildwood Personnel Rules and Regulations as attached.

**SECTION 2:** This Resolution shall take effect immediately upon its final adoption by the City Commission of the City of Wildwood, Florida.

**PASSED AND RESOLVED** this 2<sup>nd</sup> day of June, 2014, by the City Commission of the City of Wildwood, Florida.

CITY COMMISSION  
CITY OF WILDWOOD, FLORIDA

SEAL

ATTEST: Cassandra Lippincott  
Cassandra Lippincott, City Clerk

Ed Wolf  
Ed Wolf, Mayor

Policy 9.6. SAFETY IN THE WORKPLACE.

A. SUBJECT. Safe workplace.

B. PURPOSE. To ensure a safe place for City employees to work.

C. POLICY. As a part of its commitment to provide a safe place for its employees to work and to provide a safe environment for its citizens, the City of Wildwood, Florida has established this policy to create a Safety Committee dedicated to establishing procedures for safety of the City's employees in the workplace and a safe environment for its citizens and providing for the distribution of an Employee Health and Safety Program Handbook to be distributed to all City employees.

D. SAFETY COMMITTEE.

1. The Safety Committee is composed of representatives from every department within the City. The members are selected by the Department Head and can be changed from time to time. Alternate members should also be selected, whenever possible.

A chairman and secretary will be determined by the committee. The Human Resource Coordinator is a constant member of the committee.

2. Responsibilities of the Safety Committee

- a. Meetings will be held at least once each quarter.
- b. Attendance is considered mandatory in the absence of a compelling reason to contrary. Alternate members are required to attend if the regular member is unable to do so.
- c. Members of the Safety Committee will rotate, if possible, with 2 new members being selected and rotated every year. This is done to provide all employees the chance to be involved.
- d. Committee is responsible for:
  - i. Creating and recommending policies and procedures affecting the development and administration of an aggressive accident prevention program for all City employees.
  - ii. Reviewing accidents reports, etc., to determine the effectiveness of over-all accident prevention efforts;
  - iii. Establishing basic safety programs to be followed by all City employees
  - iv. Reviewing reports on the safeness of all City buildings and recommending any changes needed to the City Manager
  - v. Providing feedback to their respective departments on the outcome of the Safety Meetings.
- e. A Safety Coordinator will be selected from the Safety Committee Members. The

Safety Coordinator will be responsible for the inspection of buildings on a yearly basis.

- f. Once a year, the City Manager and the Human Resource Coordinator will visit each department to review the importance of Safety in the Workplace.

3. DEPARTMENT HEAD RESPONSIBILITIES

- a. Each Department Head is responsible for setting individual department Safety Rules and Procedures for their department. These rules and procedures should expand upon the policies as set by the Safety Committee.
- b. Submit required accident and injury reports using the standard reporting method in a timely fashion to Human Resources.
- c. Follow the safety program as determined by the Safety Committee and provide adequate job training and continued safety instruction for all employees.
- d. Take disciplinary action against employees when justified for neglect of safe working procedures and violation of safety rules.

4. EMPLOYEE RESPONSIBILITIES

- a. Employees are responsible to adhere to all safety rules, procedures, and practices and use personal protective equipment and devices provided as a condition of employment.
- b. Employees are to insure their actions don't endanger their fellow employees or the general public.
- c. Employees are to leave their work area in an orderly and safe condition.
- d. Employees are to report or correct unsafe and/or unhealthy conditions at once.

E. EMPLOYEE HEALTH AND SAFETY PROGRAM BOOK

- 1. Upon hire, the Human Resource Coordinator/Risk Manager will provide each employee with a copy of the City of Wildwood Employee Health and Safety Program Handbook.
- 2. Each new employee will be required to sign an acknowledgement stating the Employee Health and Safety Program Handbook has been received and it is the employee's responsibility to become familiar with and abide by these instructions.

The safety of its employees, property, and its citizens is a priority for the City of Wildwood. Safety violations will not be tolerated and departments are encouraged to apply this policy as a useful resource to facilitate safer working conditions.

EFFECTIVE DATE: May 12, 2014

LAST REVISED: \_\_\_\_\_